G. R. S. IX-5]

Previous references.

E. Ag. 83

1915

Preserved

(E. Ag.)

File No. 84

Serial Nos. 1-33

Later references.

Nos 1-33.

E. Ag 84 Nos 84-35

" " Nos 36-38

G.M. 7-22-Nos 11, 31 + 35.

GENERAL AND REVENUE SECRETARIAT.

P. III

Serial Nos. 1-33

Part B for December 1918.

SUBJECT.

Office Libraries

To

The Secretaries to Government

The Heads of Depts

The Press Table

G.O. no 1545-1594 / E Ag. 84 Dated 28-11-1918

Lays down certain rules the equipment & management of ~~Office~~ Libraries.

W D 88—GPB—50,000—24-7-16

Needless 16/12/18.

C.55-17

2

G.R.S. 11]

1915-16

GENERAL AND REVENUE SECRETARIAT.

(G. A. B.)

NOTES.

File No. 7-15

FILE HEADING.

Organisation & Development - Subject "Consolidation of Office Libraries in Bangalore"!

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB--35,000—15-6-12

. R. S. 12]

General and Revenue Secretariat.

G A File No. 8.1 of 1915-16

Serial No.	
1	To (1) J S Chakravarti Esq (2) Rao B. Narasimha Rao, Esq (3) G H Krumbiegel Esq (4) C Krishna Rao Esq (5) S P Rajagopalachari Esq (6) N Madhava Rao Esq Enquiries whether they are will willing to Cooperate in preparing a scheme for the Organisation of Office Libraries in Bangalore
2	From Mr. Chakravarti. D.O. G 29/8/15 Agrees to Cooperate
3	From Mr. S P. Rajagopalachari. D.O. G 29/8/15 Agrees to Cooperate
4	From Mr. C Krishna Rao D.O. G 30/8/15 Agrees to Cooperate.
5	From Mr. Krumbiegel. D.O. G 31/8/15 States that he would gladly help in the matter if he is here.
6	From Mr Narasimha Rao Esq D.O. G 31/8/15 Agrees to Cooperate

NOTE—Contn. sheet.

GPB—25,000—30-4-15

Sns 1-11-15

4 3

[F. R. S. 12]

General and Revenue Secretariat.

E A File No. 47 of 1915-16

Serial No.

1

All have agreed to Conjunctn.

Submd.
hm
2/9/15

Mu
2/9

The draft letter put up may be sent to all co-operators and in the meantime information may be collected re.

1. Offrs possessing recent bks
2. The number of volumes & the nature of the books
3. The grant for the purchase of books to offrs in Bangalore
4. The amount out of (3) which may be available for the central library if one should be formed

Seen)

Mu
8/9/15

Dmu
12/9

Dmu
Mu
13/9

NOTE—Contn. sheet.

GPB—25,000—30-4-15

S 4

H. R. S. 12]

General and Revenue Secretariat. | G A File No. 7 of 1915-16

Serial No.

7 20. Dewan Bahadur
J. S. Chakravarti Esq. M.A. &c
Rao Bahadur M. Shamarao Esq M.A
Superintendent Govt Museum
S. P. Rajagopalachari Esq B.A. BL
C. Krishnarao Esq B.A.
N. Madhavarao Esq B.A.

Letter No. 480-85/E-A dated 16.9.15
Requesting for a brief note of their views together with such particulars as may be thought useful re the existing Office Libraries on or before the 15th October 1915; and acknowledging their letters agreeing to cooperate.

8 From Mr Shama Rao, Esq
D.O. No. 636 & 7/11/15
Calls for a list of existing Office Libraries at Bangalore.
Noted. The following Offices have Library:— Further information has been ascertained.
1) Genl to Gov Secrt.
2) Comptroller's Office
3) Govt Museum
4) Govt Library to Museum
5) Chief Court
Put every office has some sort of library
Reply accordingly
7/11/15
9/11

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

Sm 19/12/15

5 6

General and Revenue Secretariat.

E & A File No. 17 of 1915-16

Serial No.	
	Dept. Sutd. 10/11/15
	Issue recd 12/11
9.	To Rao Bahadur M. Shama Rao Esq M.A. Inspector-general of Education. Stating that besides the Educational Library and the Museum Library, the General & Revenue Secretariat, the Chief Court and the Comptroller's office have got a fairly large number of books, ~~and that every important office has got a~~
10	From Mr. Bishtopant Budhani, Asst Supt, Govt Museum. D.O. No 96 dt 26/11/15 Asks for a copy of Sl. No 7.
11	To do. No 882 dt 25/11/15 Forwards copy of his Sl. No 7.
12	From Mr. J.G. Chakravarti D.O. No 280 dt 19/11/15 Forwards his note on the Organisation of office libraries in Bengal.

NOTE—Contn. sheet.

GPB—20,000—30-6-15

6 7

G. R. S. 12]

General and Revenue Secretariat.

G A File No. P 7 of 1915-16

Serial No. 13

From Mr. C Krishna Rao, Secy.
Secy. Education Committee
D.O. No. 1149 dt 19/11/15
Submits a note on the subject.

The Other Corporations' Replies may be awaited. They were Reminded on 15-11-15

MW 26/11/15

nee 26/11

Reminder ~~to Mr. Rajagopalachari~~ is issued on 13th Jany

Sent.

MW 10/1/16.

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

G. R. S. 12]

General and Revenue Secretariat. | File No. 84 of ~~191~~

Serial No.

Only two of the co-operators namely Messrs C. Krishna Rao and J. C. Chakravarti have communicated their views. The latter's note is very full and sets the matter in clear light.

Mr Chakravarti's proposals are briefly these:— He wants certain offices, such as the comptroller's office, the chief court, the Co-operative Reg's office etc to continue maintaining well equipped libraries on the subjects which particularly interest them. But these libraries should be open to officers of all depts and also to approved members of the public. There should be a distinct understanding that books on the same subject should not be stocked in more than one office, and to prevent duplication a committee is proposed to be appointed to check purchases. The Secrett library should be confined to books on general administration. Books of general interest, sanskrit books etc with which the Secrett library (along with some other departmental libraries)

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | File No. 54 of 191

Serial No.

is encumbered, should be removed to the Public Library.

On some points of detail, e.g. as to the manner in which the committee is to work and prevent duplicate purchases etc, ~~once~~ it is likely that difficulties will arise, but in the main the proposals seem to be very practicable. If they are accepted, there will not be a central or consolidated library in any one place, but it will be distributed over a number of offices, working in co-ordination. The Comptroller proposes that the conveners & co-operators should meet & discuss the subject further. I think this is very desirable. A date may be kindly fixed.

NM
20/1/16

Seen 13

Please settle date, place & time in consultation with Mr Chakravarti.

Dwen
21/1

Forwarded to the comptroller for favour of intimating his convenience

Mr
D M Rajadhyaksha
21/1/16

COMPTROLLER'S OFFICE
CIVIL BRANCH,
21 JAN. 1916
BANGALORE.
MYSORE GOVT.

R 387
22.1.16

NOTE—Contn. sheet.

GPB—20,000—30-6-15

G. R. S. 12]

General and Revenue Secretariat. | G A (G) File No. 84 of 191 .

VIII 25/1

Serial No. R 383 22.1.16

15 From the 28th Jany to 5th Feby I have got one or more meetings to attend each day excepting 31st Jany & 4th Feby. Either of these days I can be at the service of other members of the Library Reorganization group workers. M 22/1

[Any hour from 12 noon to 4 p.m. will suit me M]

16. Submd. If approved, 4th Feby may be fixed for the meeting — at about 3 o'clock, in the Secy's room, or in the room adjoining the new Library

Secy) 17 Yes, in the room adjoining the Lib. 28/1

Dmy 28/1

18 Please put up a draft ~~letter~~ D.O. letter adhering to members.

29/1

19 Draft Submd.

29/1

Hw 29/1/16

D.O. letters issued.

29/1

Pn. 29-1-16.

14 To the Helpers.

Letter R 29/1/16. States that a meeting of the helpers will be held on 4-2-16.

Cl IV Sl. 44

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | E & G File No. 84 of 191 .

Serial No.

15
4/16

From Mr. S P Rajagopalachar.
Letter d 29/1/16 to Mr M Venkata Rao, d 4/2/16
Regrets ~~his~~ inability to attend the meeting as he will be away from Bangalore till the 7th February 1916.
Now I have ascertained subsequently from 29/1/16 Mr Rajagopalachar that he has no objn to the meeting being held on the date fixed
MEM 31/1/16

4 At the meeting held on the 4th inst, it was decided that a note on the result of the discussions should be prepared. The recommendations of the Committee were in the main accepted, but the idea of a central library was somewhat elaborated. The enclosed note embodies the conclusions reached at the meeting. It may be circulated for remarks to the helpers – including those who were not able to attend the meeting.

Secy)
MEM 29/2/16

L IV
4 92 44

22 Yes
28/2/16

23 Put up a draft circulating.
MEM 28/8/16

NOTE—Contn. sheet.

R. S. 12]

General and Revenue Secretariat. | G. A. (G) File No. 84 of 191 .

Serial No. 24

Budget Estimates.

Note 3/8/16

Done 4/8/16

17 To Messrs (1) J. S. Chakravarthi
(2) M. Shama Rao
(3) Director, Govt. Museum
(4) V. Rajagopalachar
(5) C. Krishna Rao
(6) T. Narayanaswamy Iyengar

Forwards for Remarks a Note embodying the ~~Conclusions~~ Conclusions arrived at in the Meeting held on 4-2-16

18 From Mr. Narayanaswami Iyengar
Letter dt. 8/7/16.
States that he agrees with the proposals

19 From the Director, Govt. Museum
Letter dt. 17/8/16. No do.

20. From Mr. Chakravarthi.
Letter dt. 21/8/16.
Forwards his Remarks on the Note.

21 From Mr. M. Shama Rao
Letter dt. 22/8/16. Furnishes his Remarks on the Budget.

NOTE—Contn. sheet.

GPB—20,000—30-6-15

13
12

F. R. S. 12]

General and Revenue Secretariat.

Entry File No. 84 of 191 .

Serial No.

Sd
Sd
24/8/16

The suggestions made by the Comptr & I.G.E may be embodied in the note -

MM
24/8

Attested to.

Hm
10/4/16

Messrs S.P. Rajagopalachar and C. Krishna Rao have not furnished their Remarks yet.

Hm
14/4/16

Reminder put up.

I don't think the reminders are necessary. The note may be altered into a G.O. and shown to me before being typed.

MM
17/4

Draft Sd.

Hm
9/5/16.

A draft G.O. forming the recommendations of the committee (i.e. those of the members as have replied) is put up in order to facilitate further consideration of the question

MM
18/5

Comml Matter

Secy) 29

The draft note may be considered in Council.

Dwyer 28/12
MM 29/1

Dwyer

30 4/5

The revised opt deals also with the proposal contd in the linked file nos 3793 30.12.16

C.S. Sign 7/1

16-1-17

MM 17/1

NOTE—Contn. sheet.

(GPB—20,000—30-6-15

14 13

No. C. 55-2 17

(Informal)

(For disposal at a meeting)

20.1.1917

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

Draft order laying down rules for the improvement of office Libraries in Bangalore.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Ranangoda Rao

19th January 1917.

Secretary to Government.

Extraordinary Member of Council. 19.1.17.

First Member of Council. 24/1

Second Member of Council. 22.1

154
20-1-17

WD 2012—GPB—1 000—9-2-16

(20) 15

(Informal).

Subject -

Draft order laying down rules for the improvement of office Libraries in Bangalore.

OPINION OF THE COUNCIL.

Get estimate of capital cost & annual maintenance

Central library will also be under the Board.

Consult with the Secretaries & verifying agency - with advice on question of expenditure ~~staff~~ official organisation & others.

CR

H-Secy VIII

Please work up the case further & submit

CSR
14/9/17

~~If approved~~ The draft G.O. may ~~with~~ be recast on the above lines, ~~and~~ in my form of note ~~and~~ sent to Heads of Depts ~~requesting~~ with the request that ~~they~~ intimate cost in their respective Depts

MEC
18/9/17

~~CEC~~

16

G. R. S. 12]

General and Revenue Secretariat.

EA File No. 84 of 191 .

Serial No.

Dept. Sect.

For approval

26/9/17

Leg

26/9

Sec

3/10/17

To

22 The Comptroller of Mysore
The Revenue Commissioner.
The Registrar, Chief Court.
The D.G. of Police
The Senior Surgeon.
The D.G. of Education
the Director of Land R.C
-do- of Agriculture.
-do- of Mines and Geology
The Registrar of Co-operative Societies
The Chief Engineer.
The Secretary to Govt.
The Director of Archaeology.

Letter No. 553-565/E.H.S. 84 of 9-10-17 requests them to furnish their views on the improvement of office libraries, and an estimate of the capital expenditure reqd for these libraries.

23 Letter No. 112/S. of 13-10-1917 from the Director of Agriculture furnishes his views re: the improvement of office libraries

Subd for info.

17/10

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | G A G/ File No. 84 of 191.

Serial No. 24

From the Director of Archaeological Researches in Mysore
No 1088 dt 14/11/1917
States that he generally approves of the suggestions for improving office libraries and furnishes an estimate of the cost required for improving his office library.
34 The cost is estimated as follows:—

1 Initial expenditure for equipping the library	Rs 1000
2 1 librarian on Rs 25	Rs 300 p.a.
3. Increasing library grant from Rs 250 to 650	Rs 400 p.a.

Noted.
[illegible]
16/11/17

[illegible]
17/11/17

25 From the Registrar of Cooperative Societies.
No 2687 dt 29/11/17
States that he fully agrees with the suggestions for improving the office libraries.
35 A capital expenditure of

NOTE—Contn. sheet.

ND 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

Gen. File No. 84 of 191

Serial No.

of Rs 1500 and a recurring expenditure of Rs 400 per annum are said to be required for the equipment of his office library.

Asst 17/12/17

Sec 17/12/17

26 From Secy to Govt of Mysore to Rys forwards his views on the improvement of office libraries in his letter no. Rs. 1543 H. no. G. 58 of 27-11-1917.

36 The Railway Secretary agrees with the proposals for forming special departmental libraries but thinks that a central library is unnecessary.

37 He says that a sum of Rs 500 may be granted this year for the equipment of the Railway Dept's library & promises to furnish an estimate of the initial and recurring expenditure after discussing the subject at a meeting of the officers.

Sec 30/12/17

Asst 1/12/17

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2.

Spp

General and Revenue Secretariat.

E.A.G. File No. 84 of 1915-16

Serial No.

27 Letter No. 1398 of 17.12.1917 from the Dir. of Geology, states that the sum of Rs 1400 provided in the budget for Liby and Laby expenses will be used for Liby purposes as there is no separate Laby for the Deptt.

38 The Director of Mines & Geology agrees with the proposals for the improvement of office libraries. His Deptt library is said to be well equipped and that no capital grant is therefore necessary for the library. As regards the annual recurring expenditure, he says that the present provision of Rs 1400 for library and laboratory may be solely used for library purposes as there is no laboratory in the Deptt at present.

Nil 19/2/17 Sp. Sd 28.2

39 Since 9.10.1917 only nil 12 out of 12 officers have replied. A reminder is put up.

nil 2/1/18

Reminder issued 7.1.1918.

28 Letter No. 425 of 11-1-18 from the Chief Engr furnishes his views on the improvement of office libraries

NOTE—Contn. sheet.

WD 1293—GPB—60,000—1-12-16—S.

G. R. S. III-2.

General and Revenue Secretariat.

G. A. File No. 84 of 1915-16

Serial No.

Note
The final order on the Library Scheme is to include the Bureau of Reps (vide File 83 Pt. 1)

29 Letter No. 989 dt 18. 3. 1918 from the Comptroller of Mysore. Forwards his views on the improvement of office Library. He also appends an estimate of capital expenditure and the annual charges reqd for maintaining and equipping Library

Subd 22.3

30 From the Dy Chf of Cons in Mysore No 23193/807 dt 26/3/1918
Submits proposals for the improvement of the Cons Deptt Library.

42 The Dpty Chf of Cons states that the Cons Library & the Library of this office are now attached to the office of the Kannada Translator, Cons Deptt, which is a Section of the Chf's office.

43 He has submitted proposals for the Revision of the Staff of the Translation Section in connection with the improvement of the Library.

44 Same exhausts bearing on the subject of this file & sends the Dy's letter to Br VI for being dealt with

Note xxx

Submd 2/4/18

NOTE—Contn. sheet.

Attended to 10/4/18

Gpies 1425

21/20

G. R. S. 12]

General and Revenue Secretariat.

E.&G. File No. 84 of 1915-16.

Serial No.

From the Registrar, Chief Court of Burma letter No. RO.C.275/1917-18

Forwards the opinion of the Judges of the Chief Court in regard to the equipment and maintenance of the law libraries in the Chief Court and at divisional headquarters.

Gpies 1425-17

Submd. This may be sent to Br III for putting up letter No C 277 of 1917-18 & 27/8/1917 referred to in para 3 of the Chief Court Registrar's letter.

YG
8/4

JUDICIAL
8 MAR 1918

Submd. b/s file 56-17 re "Programme of works involving recurring and non-recurring expenditure in the Judicial deptt" containing the letter required is linked.

(Vide Paper under original I)

May it be forwarded to Br VIII for reference & early return?

KN
8/4

Yes.

EG
8/4

Br VIII
Submd.
KN
8/4/18

50. Done on extract from the G.O. & return put to Br VIII

9/4

NS
Extracts of J.G.'s letter + G.O. taken & put up
9/4

NOTE—Contn. sheet.

Extract of G.O.No.J.3960-1 dated 26th March 1918.

Para 2. - "Regarding the allotment for the purchase of books, Government direct that revised grants as noted in the margin be provided in the budget for the next five years.

For each	Munsiff's Court...	Rs.100
,,	Sub Judge's Court..	Rs.250
,,	District Court..	Rs.300
,,	Chief Court...	Rs.500 ".

To

The Registrar, Chief Court.

Comptroller to Govt.

Copy to Branch II.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

G. R. S. Library

51 The probable cost of present books in the General and Revenue Secretariat Library is about Rs. 12,000/- and a sum of Rs. 5,000/- is required for the purchase of up to date publications on General Administration.

52 To form a Central Library, a sum of Rs. 10,000/- may be required for the purchase of books which will be useful to several Departments of the State and a sum of Rs. 5,000/- is also required for the purchase of necessary furniture.

53 An establishment consisting of 2 Clerks and 3 menials is required with recurring expenditure of Rs. 1800/- per annum for the proper - - - management of the Central Library.

Submd
5/4/18

54 Bu
5/4

Under Secy

55 Report

56 This main file has been sent to Br III in connection with the proposals of the Chief Court for the equipment of the Judl Department Library. Pray this may be put up to Deptn?

9/4/18

57 File Subd.

10/4/18

9/4

10/4

NOTE—Contn. sheet.

24
23

G. R. S. 12]

General and Revenue Secretariat. | E. A. File No. 84 of 1918.

Serial No.

From the I. G. of Police in Mysore Letter no 7229/572 dated 18/22.4.1918.

32 furnishes his opinion in the matter opening ordinary office libraries for certain offices in the Police Dept.

Sub-d 24/4 [illegible]

[illegible] 25/4

(1) Rev Commr
(2) Senior Surgeon
(3) Director of I & C. (since transferred to the Deputy Dr of Commerce)

Replies are yet due from the marginally noted officers. Draft D.O. reminding is submitted.

29/5.

[illegible] 29/5

No 2430-2 dt 1-6-18

Draft of another D.O. reminder is submitted.

27/7/18.

[illegible] 29/7

D.O. no 212-14/E.A.-84 dt 30-7-18.

A draft order is put up after slightly modifying the proposals in the light of the criticisms received. All the Heads of Depts have not replied & most of them have given no definite proposals as to funds

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | E.A.f File No. 84 of 191

Serial No.

required. If the general policy outlined in the draft order is approved, separate proposals may be obtained in regard to additional funds required. The existing allotments, if properly applied, should go a long way to equip the libraries adequately in course of time.

Chief Secy) MLL 12/8/18

The draft order is suitable & may be approved.

CDS 30/8/18

Please put up a statement giving details of recurring & non-recurring expenditure in 1918-19 & present budget allotment & figures of actual expenditure in 1917-18

CDS 27/8/18

Cl. Include in proposal of funds. CDS

Sir, put up

Chief Secy) MLL 23/8

NOTE—Contn. sheet.

GPB—20,000—30-6-15

(84) P-106 26

Informal.

Subject.-

Draft order laying down rules for the improvement of office Libraries in Bangalore.

63 Opinion of the Council.

NOC 17/9/18

Draft may be approved

64

CBZ

65 The draft order is submitted for approval.

1631/17.9.18 Dewany

CBZ 17/9/18

NW 17/9

66 Approved for issue.
I should like to see the Catalogue of the Central Library.

2.11.18 RO

Q.6. sent to Press Calling for proofs.

Proof passed for printing 25/11/18

67 Issued NW 8/11

68 Action taken separately.

G. R. S. III-2]

General and Revenue Secretariat.

E.A.8 File No. 8C1 of 191 .

Serial No.	
33	To. The Secy to Govt of Heads of Depts No 1545-1594 dt 25-11-18. Lays down certain rules for the equipment and management of office Libraries. (issued on 6-12-18)

NOTE—Contn. sheet.

WD A 1789—GPB—60,000—20-8-18—S.

23

[R. S. 26]

File No.
Serial No. 84

Diary No. of letter replied to

No. 363—8
and 378-9

General and Revenue Secretariat
( )
, the 191

Date of issue 28-8-15

Signed by Mr. N. Madhava Rao

To

(1) J. S. Chakravarti Esq., MA, FRAS
Comptroller to Imperial Govt

(2) Rao Bahadur, M. Rama Rao,
Imperial Govt of India in Imp.

(3) G. H. Krumbiegel, Esq., FRI
Supt, Govt Museum

(4) C. Krishna Rao, Esq., Bar
Secy, Govt Commercial.

(5) S. P. Rajagopalachari,
Bar, BL, Under Secy to Govt

(6) N. Madhava Rao, Esq.,
Bar, BL, Asst Secy

over.

SUBJECT.

Sir,

I am directed by the Board to forward herewith an extract of Organisation and Development subject "Consolidation of Branch Libraries in Birmingham" for the consideration of which you have been requested as a helper and to enquire whether you will find it convenient to help the Board in devising a scheme on the subject. A reply may shortly be sent before the end of the current month.

List of enclosures,

Yours truly

For Secy to Board, Gen. Dept.

Copied by

Examined by

GPB—25,000—4-3-13

ORGANIZATION AND DEVELOPMENT QUESTIONS.

Group II - Administration.

Secretary - Mr. D. M. Narasinga Rao.

30

Sl. No.	Section	Subject.	Convenor and helpers	Main lines of work, time appointed etc.	Remarks regarding nature of subjects etc.
4	(2) Efficiency Audit.	Consolidation of office Libraries in Bangalore.	Convener. Mr. D. M. Narasinga Rao. Helpers. Mr. J.S.Chakravarti. " M. Shama Rao. The Superintendent, Government Musuem. Mr. S.P.Rajagopalachari. " C. Krishna Rao. " N. Madhava Rao.	Preparation of Note by Convener and obtaining opinions of helpers. By 31st December 1915.	Important Non-continuous.

D. No. 251/GA

31-8-15

GOVERNMENT OF MYSORE

GRS 8C 3

28/8/15

My dear Madhava Rao

Please refer to your D.O. letter No 363-8 of date. I shall of course be ready to render whatever help I can.

Yours sincerely

T. Rajagopal

D. 20. 246/8A
31-8-15
814 32

The Mysore Economic Conference,

D.O.No. 488.

Education Committee,

Dated, Bangalore, 30th August 1915.

Dear Sir,

Your D.O. No.363-8/E.A. of the 28th instant. I shall be glad to help in devising a scheme for the consolidation of office libraries in - Bangalore.

Yours sincerely,

C. Venkata Rao

N. Madhava Rao, Esq., B.A.,B.L.,
Assistant Secretary to Government,
Efficiency Audit Section,
Bangalore.

S.K

No 290. D. no 261/E.A 1.9.15 8L5 33

Office of the Economic Botanist with the Govt. of Mysore,
Government Botanic Gardens, Lal-bagh,
Bangalore (India)

Dated ~~31st Aug.~~ 1915.

G. H. KRUMBIEGEL, F.R.H.S.,
Economic Botanist.

Dear Sir,

With reference to your D.O.letter No.363-8 E.A.dated 28th instant, asking whether it would be convenient to help the Government in devising a sheme on "Consolidation of office Libraries in Bangalore" I beg to state that I shall be glad to help if I am here.

Yours sincerely,

G. H. Krumbiegel

To

N. Madhava Rau Esq.,
General & Revenue Secretariat,
Bangalore.

D. O. 301 D. No 2629/E.A. 1.9.15 34

OFFICE OF THE INSPECTOR GENERAL OF EDUCATION
IN MYSORE.

Bangalore, 31st August 1915.

My dear Mr. Madhava Rao,

Your D.O. No.363-8/E.A. dated the 28th instant. I shall be glad to co-operate with the Government for devising a scheme on the subject of "Consolidation of Office Libraries in Bangalore".

Yours sincerely,
M. Shama Rao

R. S. 26]

File No.

Serial No.

Diary No. of letter replied to

D.O. No. 463/E.A

General and Revenue Secretariat

( )

, *the* 191

To

Dear Sir,

I am directed to state that you have been suggested as one of his helpers for the Organisation & Development Subject. "Organisation Consolidation of office routines in Bangalore" and to enquire whether you will find it convenient to cooperate with Govt. in advising for a scheme on this subject. The personnel of the Study Group

over.

SUBJECT

Date of issue 10-9-15

Signed for H. Madhava Rao.

Kindly will oblige

Yours truly

sd/-

for Secy, to Govt.

B. Narayanaswami Iyengar, Esq. B.A.

Registrar, C.A.S.

10/9/15

Bangalore
10.9.15

36

D. 297/E.A
13-9-15

Dear Sir,

In reply to your D.O. no 4639A re O+D subject "Consolidation of Office Libraries in Bangalore" I write to state that I shall be happy to render all the help I can in devising a scheme on the subject.

Yours sincerely

R. Narainganesan

37

G. R. S. 26]

File No.

Serial No. 7

Diary No. of letter replied to

No. 480-85
E.A.

General and Revenue Secretariat

( )

, the *191* .

Date of issue 6. 9. 15

Signed by M. N. Madhava Rao

To

J.S.Chakravarti,Esq.,M.A.,M.R.A.S.,
Rao Bahadur M.Shama Rao,Esq.,M.A.,
Superintendent,Government Museum.
S.P.Rajagopalachari,Esq.,B.A.,B.L.,
C.Krishna Rao, Esq., B.A.,
N.Madhava Rao, Esq., B.A.,B.L.,

Dear Sir,

I am desired to acknowledge, with thanks, your letter No. dated in re: the consolidation of office libraries in Bangalore. I am to request that you will be so good as to give a brief note of your views together with such particulars as you

over.

SUBJECT.

you may think useful for the consideration of the subject, regarding existing office libraries, particularly those within your immediate knowledge.

The favour of a reply is requested by the 15th October 1915.

Yours sincerely,

NLL
18/9/15

Secy
19/9

List of enclosures

Copied by

Examined by

GPB—25,000—4-3-13

ORGANIZATION AND DEVELOPMENT QUESTIONS.

Group II.—Administration.

Secretary Mr. D. M. Narasinga Rao.

Serial No.	Section	Subject	Convener and helpers	Main lines of work, time appointed, etc.	Remarks regarding nature of subjects, etc.
3	(2) Efficiency Audit ...	Blue Book Journal ...	*Convener.* Mr. D. M. Narasinga Rao. *Helpers.* Mr. V. R. Thyagaraja Iyer. ,, P. G. D'Souza. ,, N. Madhava Rao. ,, A. V. Ramanathan. ,, C. Hayavadana Rao. ,, R. Ranga Rao.	Preparation of a note by Convener on lines of Bombay and Government of India Publications, with due regard to local rules and procedure, and obtaining the opinions of helpers. By 31st December 1915.	Important, continuous.
4	Do ...	Consolidation of office Libraries in Bangalore.	*Convener.* Mr. D. M. Narasinga Rao. *Helpers.* Mr. J. S. Chakravarti. ,, M. Shama Rao. The Superintendent, Govt. Museum. Mr. C. Krishna Rao. ,, S. P. Rajagopalachari. ,, N. Madhava Rao. ,, B. Narayanaswamy Aiyengar.	Preparation of Note by Convener and obtaining opinions of helpers. By 31st December 1915.	Important, non-continuous.
5	Do ...	A brief Manual of essentials for all Secretariats.	*Convener.* Mr. D. M. Narasinga Rao. *Helpers.* Mr. P. G. D'Souza. ,, N. Madhava Rao. ,, B. Narainswami Iyengar. ,, N. P. Subramania Iyer, Assistant Secretary, P. W. D. ,, P. Ramamurti Rao, Assistant Secretary, Railway Secretariat.	Preparation of Note by Convener and obtaining the opinions of helpers. By 31st December 1915.	Important, non-continuous.

D. O.
636.

OFFICE OF THE INSPECTOR GENERAL OF EDUCATION
IN MYSORE.

DIARY No. 435

Bangalore, 3rd November 1915.

SECTION E & A B

FILE No.

SERIAL No. 8

My dear Mr. Madhava Rao,

Your D.O. No.481/E.A. dated 13th September 1915. Regarding the consolidation of office Libraries in the State, I wish to have a list of such libraries existing at present. Can you kindly send a list.

Yours sincerely,

K. Venkata Rao.

G. R. S. 26]

File No. 84
Serial No. 9

41

Diary No. of letter replied to

No. 768
E.A.

General and Revenue Secretariat
( )
, the 191

To

Dear Sir,

Date of issue 15-4-15

Signed by Sri. R. Ramachandra Rao.

With reference to your letter No 636 of the 3rd April requesting to be supplied with a list of existing office libraries ~~in Bangalore~~ in connection with the consolidation of office libraries in Bangalore I ~~am desired~~ beg to state that besides the Govt Library ~~and Museum~~ and the Museum Library, the following offices

So far as I am aware,

over.

SUBJECT.

have got ~~libraries~~ ~~Govt libraries~~ a fairly large number of books

(1) Genl and Rev Deptt

(2) Judicial Court

(3) Comptroller's office.

2. I am to add that every important office has got a library whether on a large or small scale.

Yours faithfully

Secy to Govt

Genl Deptt.

Mr 19/11/15

To Bhavia Rao, Esq, MA

Dept of Edn

List of enclosures.

Copied by

Examined by

GPB—25,000—4-3-13

A.O. 98.

DIARY No. 468
24.11.15

19 -19 .
SECTION C.A
FILE No. -
SERIAL No. 10

43

GOVERNMENT MUSEUM,

Bangalore, 22nd Nov. 1915.

Dear Sir,

Your D. O. letter of the 18th instant calling for a brief note of the views of Mr. C.H.Krumbiegel on the "Consolidation of office libraries." Your letter No.480-85 dated 18th September 1915 referred to therein does not appear to have been received in the office. Probably Mr. Krumbeigel may have received it personally and retained it or taken it with him for drawing up the Note.

Please send a copy

Yours sincerely,

Assistant Superintendent.

To,

N. Madhava Rau Esq., B.A., B.L.,
Assistant Secretary to the Govt. of
H. H. The Maharaja of Mysore, Bangalore.

File No.

Serial No.

G. R. S. 26]

Diary No. of letter replied to

No. 882 / Encl
E.A

General and Revenue Secretariat
( )
, the 191 .

Date of issue 25-11-15

Signed by Sri. K. Madhavarao.

To

The Assistant Superintendent
Govt Museum.

Sir,

With reference to your ~~letter~~ D.O. no 98 dated the 23rd inst ~~1915~~ stating that this office letter no 480-85 dated 16th September 1915 is not forthcoming in your office, I am directed to forward herewith a copy of the ~~letter quoted above~~ same as desired.

I have be

for Secretary
Genl Deptt

over.

SUBJECT.

D.O. No. 230. Ex. Dec 5/12

GOVERNMENT OF MYSORE

45

Ar 9-11
Rev Dec
23/11

D.No. 465/E.1
23-11-15

Comptroller's office,

Bangalore, 19th November 1915
/21

My dear Narasinga Rao,

The accompanying is my note (drawn up for the most part by Mr. Rangachar under my directions) regarding existing office libraries in Bangalore and their consolidation called for in your D.O. No.480 E.A. of the 13th September 1915, I believe it will be discussed at a meeting of the convener and helpers at an early date.

Yours sincerely,

J Chakravarti

19/11/15

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To

D.M.Narasinga Rao,Esq.,B.A., B.L.,
Secretary to Government,
General Department.

Consolidation of office libraries

The following are, I think, the office libraries which require to be considered in this connection:-

1. General and Revenue Secretariat Library
2. Comptroller's office Library
3. The Educational Library
4. The Agricultural Departmental Library
5. The Co-operative Department Library
6. The Museum Library
7. The Archaeological Office Library
8. The Economic Conference Library
9. The Victoria Hospital Library
10. Public Health Institute Library.

2. It is not clear to me what is exactly intended to be done by the proposal to consolidate the office libraries in Bangalore. If it is that they should all be brought together and kept in a central place, I do not think the proposal has much to commend in its favour. But if it is contemplated to properly regulate the purchase of books and prevent this overlapping in the several office libraries in Bangalore and to introduce some coordination in their working and usefulness to the officers of the State and others interested in these special fields of work to which the libraries relate, I am for the proposal. In giving my views on the subject, I have therefore taken for granted that the several office libraries in Bangalore enumerated above will continue to remain separate as heretofore.

3. The chief points which I think useful in the consideration of this subject may be set forth here :-

(1) Standard books or general treatises discussing

discussing broad theories and general principles relating to the work of each department should be purchase only for the General and Revenue Secretariat library which is the proper place for such books as will be explained below, or in the appropriate departmental library specially equipped under orders of Government in respect of certain special departments, e.g. Comptroller 's office library.

(2) These books should be available to all officers of the State in whatever departments and, in so far as it does not interfere with Government work, to public spirited gentlemen outside Government service who wish to study such books. The officers finding it necessary to purchase some books as useful to them for study in relation to the work of their departments but not existing in the General and Revenue Secretariat or other special library referred to -- above should get them in consultation with the -- authorities of those libraries as additions to such libraries only.

(3) The officers excepting those authorised to have specially equipped libraries should be allowed to purchase for their office only books of constant reference and books of pure technique required in connection with the routine duties of the office and not books of general study etc. which are kept in the Secretariat or other specially equipped libraries.

(4) The object in view should be to avoid, as far as possible, consistently with the usefulness of the libraries for the purposes intended, duplication of the same set of books in the several office libraries.

4. Having these points in view I now proceed to deal one by one with the libraries enumerated in para 1 above.

5. The General and Revenue Secretariat Library contains many books on general literature, history, sanskrit works and works of research and scholarship patronised by Government in addition to the books required for reference and study in connection with the administration.

6. As Government are granting large subventions to the Public Libraries started in Bangalore and -- Mysore, some of the books in the Secretariat Library not required for reference and study in connection with the administration may be presented to one or both the Public Libraries as Government may think desirable. This will be a direct help to their libraries and the books which are now buried in the office vaults will then be fully utilized by the public and will also be available for the use of the officers of Government if they should have any interest in studying them in the midst of thier official duties.

7. As the Secretariat has to deal with questions relating to all departments of the State and to the Economic and social welfare of the subjects of the State, there will be need for having a large number of books dealing with all these questions. In accordance with the principles enunciated in para 3, these books will be kept in the Secretariat Library and the officers of the State other than of the General and Revenue Secretariat should not be permitted

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permitted to purchase such books as they are available to them for study from that library.

Comptr's Office to be a routine departmental library. Technical books to be accessed to be sent to Tech section of Secretariat Library

8. The Comptroller's Office library has now been enlarged to be a useful library of books on general Finance, Economics accounts and audit Currency and Exchange and Insurance. It is purely a financial library and may remain as such to avoid duplication of expenditure on the same set of books. The other departments of the state including the Secretariat library should not get books on these subjects for their libraries.

9. In the same manner, the Agricultural, the Educational, the Co-operative departments, the Museum, the Archaeological office, the Victorial Hospital and the Public Health Institute libraries should be constituted to be fully equipped libraries relating to those departments and should be available for the use of the Government and of all those interested in the working of these departments. The books contained in their libraries should not be purchased for the other office libraries as already explained. If some general books should now be contained in two or more of the office libraries, they may be transferred to the library proper to which they belong according to the arrangement suggested above if they are important and useful books. Duplicate copies, if any remaining after such transfer, should be sold.

10. Since the Economic Conference has been constituted into a separate body whose ~~body~~ business it is to always study and develop questions relating to the Economic progress of the State, It will be necessary, I think, for some time to come that it should have a library of its own even though there is the risk in

this

this arrangement of duplication of some of the books. If some control can be exercised over the purchase of books by the conference, the purchase of books of rare reference and of costly books which are available in other office libraries may be avoided. An indirect check on duplication of books arising out of this course may perhaps be exercised if the departments of the State including Secretariat library -- avoid the purchase of such general books relating to the work of their department as are available in the conference library.

11. ~~As~~ An essential feature of the arrangements suggested by me is that all the books in all the office libraries should not only be available for the use of the particular office in which the libraries are located but for the use of all those including the general public who are interested in studying particular questions, no matter to what department or office the questions may relate. It is necessary that arrangements should be made to keep clear lists of all books contained in all the libraries so that all may be in a position to know where they have to find any particular book. For this purpose it is necessary that

(1) the books of each library should be properly classified under some broad headings and should be neatly catalogued and indexed,

(2) the catalogues should be printed and ~~printed~~ copies supplied to all the offices of the State and to all libraries. They may also be made available for sale to the general public, and

(3)

(3) the catalogue and index should be revised constantly (say once a quarter) to be always up todate.

12. To regulate the purchase of books in each office library (only specially equipped ones) and their working , small committees may, if Government do desire, be appointed wherein the head of office in which the library is located will preside. It will be the duty of the committee to see what books may be added to the library periodically, what books may be weeded out as antiquated and useless, and , in short, to suggest measures for all that is required to make the library most up to date and most useful for those that resort to it and to make arrangements for their efficient working and convenience to the readers.

13. To co-ordinate the work of all the separate libraries, a central committee may be appointed by Government to supervise the working of all the libraries and to scrutinise lists of books proposed to be purchased for the several libraries with a view to see that the purchase is regular according to the principles enumerated in para 3 above. One or two members of each of the office library committees may be represented in this central committee which may have such other members as Government may deem necessary.

14. To attempt to bring together all the separate departmental libraries enumerated in para 1 into one building to constitute a large showy library would be disastrous. Most of the books in these libraries are and would always be technical treatises, which are of little use to the general reader. They

are

are useful to men ~~working~~ making a special study or research in the particular subject to which the library appertains and most of if not all, the serious readers of a departmental library would be employees of the department itself. For example it would not be right to expect the doctors in the Victoria Hospital to go to a central library at some distance from the hospital to read up medical books and so in the case of the other technical departmental libraries. Each head of a technical department should be encouraged to take pride in maintaining an up-to-date departmental library and should be given every facility for improving and enlarging it by the addition of really useful books. But while the departmental libraries should be separate, they should all be open to the public and worked in co-ordination as stated in the foregoing paragraphs. Copies of all departmental libraries catalogue should be kept in all libraries in the City and through out the State and liberal rules should be framed for lending books through messengers or by post. In short they should all be regarded as branches of a single institution each branch being located in the centre where most of its readers congregate in the course of business and where it is most useful.

B Chakravarti
Comptroller.

19/11/18

.M.

54

"RINGWOOD."
D.O. No. 1149
81

Education Committee,
Mysore Economic Conference,
Bangalore, 19th November 1915.
20

DIARY No. 476

19	
SECTION	S.A.B.
FILE No.	
SERIAL No.	13

Dear Sir,

In reply to your D.O. No.769-72/E.A. of the 13th instant, I enclose herewith a note on - "Consolidation of Office Libraries in Bangalore."

Yours sincerely,

C. Keshava Rao

To

N. Madhava Rao, Esq., B.A.,B.L.,
Assistant Secretary to Government,
Efficiency Audit Section,
BANGALORE.

S.K.

CONSOLIDATION OF OFFICE LIBRARIES IN BANGALORE.

--:0:--

There is scarcely any office which has not a library of its own whether large or small. I cannot claim intimate acquaintance with any of these libraries excepting the few that are or were under my direct control. In any consideration of the question of consolidation of libraries the following points appear to me to deserve notice:--

1. The practical difficulties involved in making any attempt at bringing together at a central place the libraries of all the offices in Bangalore so long as these offices lie scattered between Sankarapur at one end and the High Ground at the other without causing great inconvenience to the offices now possesing these libraries.

2. The desirability of improving existing office libraries, of forming a central library and of keeping all offices and the public informed of the contents of each of the ~~transfer~~ libraries.

3. For the attainment of the objects mentioned in para 2 above, the following details may be considered:-

(i) Collection by each office of important publications, Indian and Foreign, relating to all branches of work of the office,

(ii) Careful classification of collections according to approved methods and maintenance of a classified catalogue of books besides a subject index,

(iii) Transfer to the Public Library of books etc., on subjects

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subjects not connected with the work of the office,

(iv) Periodical examination of the library with a view to the removal of publications which have ceased to be of use and to the strengthening of sections which do not find adequate representation,

(v) Maintenance of a duplicate copy of all important reports and retruns, Indian and Foreign, in the Secretariat Library,

(vi) Appointment of a responsible official to be in charge of each library and to see to the maintenance of proper registers, catalogues and indexes,

(vii) Supplying copies of printed catalogues of each library to all the libraries in the town including the Public Library.

4. Facilities should be given to those interested or engaged in the study of important questions to use these libraries during stated hours on specified days, if not on all days, provided previous permission is sought and obtained from the head of the office to which the library belongs.

19 Nov 1915

C. Kustad Ram

57

G.O.R. S. 26]

Ed A (8) File No. 84
Serial No. 14

Diary No. of letter replied to .....

Ed A (8) No. 84

General and Revenue Secretariat
( )
, *the* 191 .

Date of issue 29/1/16

Signed by W Madhava Rao

To

(1) Dewan Bahadur J. S. Thakkamatti Esq M.A.
(2) Rao Bahadur M. Venkatarama Rao Esq M.A.
(3) S P Rajagopalachari Esq, Ba Bl
(4) C Krishna Rao Esq, Ba.
(5) Supdt, Govt Museum
(6) B Narayanaswami Iyengar Esq Regr

Dear Sir, In connection with ~~with Reference to~~ Organisation Development Scheme "Consolidation of Public Libraries in Bangalore" it is proposed to hold a meeting of the helpers on the 4th February 1916 at 3 PM

over.

SUBJECT.

in the Public Offices. I shall be obliged if you could make it convenient to ~~[illegible]~~ attend the ~~[illegible]~~ meeting with ~~any papers you may have on the subject~~.

Yours truly

[illegible]

Secretary, Genl Deptt.

H Conwell.

[illegible]
29/1/16

List of enclosures

Copied by

Examined by

GPB—20,000—10-10-14

59

8215

Bangalore

29th January 1916.

Dear Sir,

I duly received your letter of today regarding the date of the meeting to discuss the question of Consolidation of Office Libraries in Bangalore. I regret that as I expect to be away with the Dewan on tour that day I will not be able to attend it. Perhaps it might not be fair to ask for a postponement of the meeting on my account; but if it can be postponed till after the 7th inst without inconvenience to the other members, I shall feel obliged for the courtesy.

Yours sincerely,

T. Rajagopal

N. Madhava Rao Esqr, B.A., B.L.

D. O.

Office of the Inspector General of Education in Mysore.

Bangalore, 4 Feb 1916

Subs to secy
4/2/16.

My dear Mr Keshava Rao.

I regret very much that I am unable to attend the Library meeting fixed for 3 p.m. today.

Yours sincerely
H. Shama Rao

26]

File No.

Serial No. 17

Diary No. of letter replied to .....

General and Revenue Secretariat
( )
, the 191 .

Date of issue 6-3-1916

Signed by Mr. N. Madhava Rao

E. Ag No. 84/Eccl

To Dewan Bahadur
(1) J. S. Chakravarti, Esq, MA. M.R.A.S
(2) Rao Bahadur M Ghana Rao Esq, MA.
(3) Supt, Govt Museum
(4) V P. Rajagopalachar Esq, B.A. B.L.
(5) C Krishna Rao, Esq B.A.
(6) B Narayanaswami Iyengar, Esq B.A. B.L.

Sir,

I am desired to forward herewith copy of the note embodying the conclusions ~~formed~~ provisionally reached at ~~the~~ the recent meeting of the Commissioners held on the 4th February 1916 on the subject of the Consolidation

over.

SUBJECT.

of Opera Entrances in Bangalore and to request to be favoured with your remarks, if any, thereon at an early date.

Yours sincerely

Secretary to Govt.
Public Depmt.

Mar
8/8/16

List of enclosures

Copied by

Examined by

GPE—20,000—10-10-14

63

GOVERNMENT OF MYSORE

General and Revenue Secretariat,

Bangalore, 6th March 1916.

Sir,

In reply to your D.O. No F.A.984 & 6th inst. I wish to state that I am in agreement with the proposals set forth in the note received therewith

Yours sincerely

Marainsamiyar

N. Madhava Rao Esq. B.A. B.L.

Assistant Secretary.

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8619

D. O. No. 181

GOVERNMENT MUSEUM,

Bangalore, ~~17th~~ 18th March 1916

Sir,

In reply to your letter No.E.A.G.84 of the 4th instant, I write this to inform you that the Note embodying the conclusions arrived at on the subject of the consolidation of Office libraries seems to me to be exhaustive and that I have no remarks to offer.

Yours truly,

T. Lyndesay Neale

N. Madhava Row Esq., B.A.B.L.,
Under Secretary to the Government of
H.H.The Maharaja of Mysore, General &
Revenue Departments.

GOVERNMENT OF MYSORE

No. 457/446

8C 20

65

Office of the Comptroller to the
Government of Mysore,
Bangalore, 21st March 1916.

My dear Narasinga Rao,

Your D.O. No. E. Ag.84 of the 6th March 1916 forwarding for my remarks a note on the subject of the Consolidation of Office Libraries in Bangalore.

The note is generally in accordance with my views and the scheme as developed therein may be tried. The following are some of the points which I would suggest:-

(1) In the tabular statement given in para 3 of the note against item (2) Comptroller, add the following under column "Subject"- Economics.

(2) As regards the proposed control of the Central Committee on the purchases of the special libraries to avoid delay in getting the necessary sanction for purchasing the books, it is necessary that the powers of the departmental head maintaining the special library and of the Central Committee should be well defined in the matter of purchasing books.

books. It is not conducive to good and smooth work that all the powers of purchase should be centralised in the Central Committee. To give those responsible for maintaining special libraries a free hand, it is necessary that these should be given full powers of purchase within such limits as Government may deem fit to impose.

(3) I am not sure if it is expedient or desirable that the Central Committee should be required as proposed in para 8 to approve the list of members of the public to whom books of the Central and Special libraries can be lent. The Committee may be asked to prescribe such rules as may be necessary to issue books to the General Public but not to approve or reject the issue of books to any particular member.

Yours sincerely,

J Chakravarthi

D. M. Narasinga Rao Esq., B.A., B.L.,
Secretary to the Government of Mysore
General Department.

SAM.

21/3/16

D. O. 1247

67

OFFICE OF THE INSPECTOR GENERAL OF EDUCATION
IN MYSORE,

Camp, Bangalore, 22nd March 1916.
Mysore,

My dear Madhava Rao,

Your D.O.No.E.Ag.84 dated the 4th March 1916. I am not in favour of putting any such restriction on the discretion of the Heads of the Education, Agriculture and Industrial Departments as is mentioned in para 4 of the Library Rules. Especially in the Education Department books are needed for consultation and for circulation among the Members of the Text-book Committee and others when text-books and portions to be read in the classes have to be selected.

Para 7 may be recast thus:-

" The Central Library should be placed under a

Committee appointed by the Government. It will be the duty of this Committee not only to look after the Central Library, but also to see that the several departmental and ordinary Libraries are working properly and in mutual co-ordination. Lists of books purchased for any library should be regularly sent to this Committee."

Yours sincerely,

[illegible]

G. R. S. V1—G/32]

SUBJECT: Improvement of Office Libraries

Diary No. of letter replied to ..

Section
File No.
Serial No.

GENERAL AND REVENUE SECRETARIAT
( )
, the 191

Draft

No. 553-585/E.A.S. 84
Enc. 1

Date of issue 5-10-17

Signed by Mr. R. Madhava Rao

To

The Comptroller of Mysore.
The Revenue Commissioner in Mysore.
" Registrar, Chief Court.
" I.G. of Police in Mysore.
" Senior Surgeon.
" I.G. of Education.
" Director of Industries & Commerce.
" Director of Agriculture.
" Director of Mines & Geology
" Registrar of Co-operative Societies.
" Chief Engineer.
" Secretary for Railways.
" Director of Archaeology.

Sir,

I am directed to forward herewith a note for improving Office Libraries and to request that an estimate of the capital expenditure and the annual charges required for acquiring and maintaining special library of the Department and maintain

You will be so good as to communicate your views on the subject and also furnish

over.

furnished ~~at an early date~~.

I have etc.,

For Secretary to Govt, Gen. Deptt.

Copy to the Registrar, G.R.S. with the request that the estimate of the initial and recurring expenditure of the Central Library including books on administration and law may be furnished.

List of enclosures.

Copied by

Examined by

W D86—GPB—60,000 - 15-11-16

N O T E.

The existing rules for the control of office libraries(G.O.Nos.11016-G.218 dated 30th January 1877 and G.5203-51/E.A.4-14 dated 23rd November 1914) aim at preventing the loss of books through dishonstly or carelessness but do not lay down any arrangements for ensuring the systematic - equipment and co-ordinated working of the libraries Most of the office libraries are at present collections of books casually purchased or come by, and dealing with a variety of subjects, having, in many instances no bearing on the work of the department to which they belong. There is also a certain amount of exclusiveness in lending out books from office libraries, which detract from their value.

2. The attention of Government was called to the necessity of effecting an improvement in these and other respects and the question was referred to a committee constituted under the Organization and Development Scheme. The Committee after carefully considering the subject submitted their recommendations to Government The following measures are proposed to be undertaken.

3. Classification of Libraries -There will be three classes of libraries,namely,

(1) Ordinary office libraries.
(2) Special Departmental Libraries, and
(3) The Central Library.

4. The ordinary libraries will contain codes, regulations and such other routine books required for constant reference in an office.

office. The majority of offices will possess - libraries of this type. The Heads of Departments may be requested to submit a standard set of books suitable to each class of offices under their control.

5. The special libraries will be composed of books of general reference bearing on the work of the different departments. The following officers and departments may be authorised to maintain such libraries on the subjects mentioned against each.

Officer	Subject
1. Secretary to Govt, Gen. Deptt.	General Administration and Legislation.
2. Comptroller.	General Finance, Accounts, Audit, Banking and Economics.
3. Revenue Commissioner.	Land Revenue, Settlements and Statistics.
4. Chief Court.	Law.
5. Inspector General of Police.	Police administration.
6. Senior Surgeon.	Medical relief, Sanitation, etc.
7. Inspector General of Education.	Education.
8. Director of Industries and Commerce.	Industries and Commerce
9. Director of Agriculture.	Agriculture, Entomology, Mycology & Horticulture.
10. Registrar of Co-operative Societies.	Co-operation.
11. Chief Engineer.	Public Works & Engineering.
12. Secretary for Railways.	Railways.
13. Director of Mines & Geology.	Geology & Mining.
14. Director of Archaeology	Archaeology

6. There will be many books which will be useful to several departments but which, owing to consideration of cost, or infrequency of consultation, cannot be stocked in all the departmental libraries concerned. A common central library will be opened for such books in the General and Revenue Secretariat.

ADMINISTRATION OF LIBRARIES.

7. As regards the first class of libraries no special arrangements are necessary. They will remain, as at present, under the Heads of Offices. The special departmental libraries will be under the control of the Head of the Department concerned with a subordinate officer or a committee of officers belonging to the department, in direct charge. It will be the duty of this officer or committee to get up-to-date lists, catalogues and bibliographies and make a judicious selection of books to be purchased, and to see that requisitions for the loan of books are duly complied with, that books lent out are promptly returned, that useless and obsolete books are eliminated, and generally that the library arrangements are efficient.

8. The central library will be placed under the control of the Secretary to Government in the General Department. An Advisory Committee ~~composed of the officers mentioned~~ in ~~paragraph 5 with the Financial Secretary as chairman~~ may be formed to help the officers concerned in improving the libraries. This

This committee will advise the officers on questions of expenditure, efficient organization and administration of libraries.. They will also see that the several special libraries are working properly and in co-ordination. Lists of books purchased for special libraries should be regularly sent to and examined by the Central Library with a view to check unnecessary, unsuitable and duplicate purchases.

9. The Special Libraries and the Central Library should be open to all officers whether belonging to the departments concerned or not and also to the members of the public approved by the officers in charge of the libraries. Books should be lent, if necessary, by post to officers in the mofussil, and all facilities should, as far as possible, be provided to encourage the use of the libraries.

D. 202
16-10-17
8623

W D A497—GPB—500—14-9-17

Telegraphic Address
"Agri., Bangalore."

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,

October 10, 1917

No. 112/3. 13

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

C. S. Balasundaram Iyer, Esq., B.A.,
Secretary to the Govt. of H. H. the Maharaja
of Mysore, General Deptt., Bangalore.

SIR,

With reference to your letter No.553-565/E.A.G.84 of the 5th instant enclosing note on Office Libraries, I have the honor to state that the classification of books required for the library of this Department is inadequate. The list should read Agriculture, Agricultural Chemistry and Physics, Zoology including Entomology, Botany including Mycology and Horticulture. As the Department is also doing a great deal of analytical work for the Department of Mines and Geology works on Analytical and Mineralogical Chemistry have also to be included.

I do not know what evidence there is for the statement made in the note that "Most office libraries are at present collections of books casually purchased &c." It certainly does not apply to the library of this Department nor do I think that it can possibly apply to any other technical Department in the State. Statements of this kind are not calculated to add weight to the note. My own opinion is that if the head of a Department is not capable of choosing books suitable for the library of the Department, it is very unlikely that he will be capable of directing the work of the Department and I therefore fail to see any necessity for the

classification proposed in the note.

I have the honour to be,

Sir,

Your most obedient servant,

Director of Agriculture.

HS.

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
16 OCT 1917

77

191 7

16 OCT 1917

From

The Director of Agriculture
in Mysore, Bangalore.

To

The Secy. to Govt.,
Genl. Deptt., Bangalore.

Dated 10-9-1917

Despatched 73

Received

General No. 112

No. 8

Enclosure No.

Furnishes views in re the improving of office libraries, &c.

16 NOV 1917

No. 108.

E.A.G. 84 82/24

78

D. 226
16.11.17

Office of the Director of
Archaeological Researches in Mysore,

BANGALORE, 14th November 1917.

From

Praktana vimarsa vichakshana

Rao Bahadur R. NARASIMHACHAR, Esquire, M.A.,

Director of Archaeological Researches

in M Y S O R E,

To

C.S. Balasundaram Iyer, Esquire, B.A.,

Chief Secretary to the Government of

His Highness the Maharaja of Mysore,

B A N G A L O R E.

Sir,

With reference to your letter No. 553-565/E.A.G.84 dated the 5th October 1917 enclosing a note on Office Libraries, I have the honour to state that I generally approve of the suggestions contained in the note. As indicated in para 6 of the note, - every department requires some books for constant reference besides those specially relating to it, and in the interests of - expeditious work in every department it will be necessary in some cases at least to permit duplicate purchases instead of putting the departments to the trouble of applying to the Central Library for a book every time that it may be required for reference. It is also possible that several departments may be in need of a particular book at the same time and work may suffer owing to not getting it at the required time from the Central - Library.

The capital expenditure required for adequately equipping the library of my department may be put down at Rs. 1,000/-.

RN

The annual allotment for the purchase of books and Journals in the budget of the Archaeological Department is Rs.250. If the library is to be properly maintained as proposed in the note, this amount will have to be raised to at least Rs. 650/-, so as to permit of the purchase of a few more books and Journals and of the employment of a librarian on a small pay of Rs. 25/- per mensem.

I have the honour to be,

Sir,
Your most obedient servant,

R. Narasimhachar

Director of
Archl: Researches in Mysore.

DIARY No. 22/ 14/11/17

19-19
SECTION E.A.G.
FILE No. 84
SERIAL No. —

Telegraphic Address:
"Co-Operator," Bangalore.

No. 2637 C.S.
ENCLS. nil

OFFICE OF THE
REGISTRAR OF CO-OPERATIVE SOCIETIES
IN MYSORE.

Dated, Bangalore, 9th November 1917

From

K. CHANDY ESQ., B. A.,
Registrar of Co-operative Societies in Mysore,
BANGALORE.

To

C.S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government
OF H. H. THE MAHARAJA OF MYSORE,
~~Dept. of Education and Agriculture~~
BANGALORE.

SIR,

With reference to your office letter No.553-565/E.A.G.84 dated the 5th October 1917, forwarding a note on office Libraries I have the honor to state that I am in full agreement with the views mentioned in the note regarding the necessity for special Libraries and the administration of the same.

2. The Special Library for the Co-operative Department will be under the control of the Registrar with a subordinate officer of the Department Viz., (Personal Assistant to the Registrar) in direct charge of the Library assisted by a Clerk in the office.

3. A capital expenditure of Rs.1,500/- and a recurring one of Rs.400/- per annum are required for the equipment of a suitable Special Library for this Department.

I have the honor to be,
Sir,
Your most obedient servant,

K. Chandy

REGISTRAR.

MNN.

81

191 —191

From

K. CHANDY ESQ., B. A.,
Registrar of Co-operative Societies
IN MYSORE.

To

the
~~Chief~~ Secretary to the Government
OF H. H. THE MAHARAJA OF MYSORE,
~~*Depts. of Education and Agriculture,*~~
BANGALORE.

Dated Bangalore 9. 11. 191 7.

Despatched

Received

General No. 268 C.S.

Enclosure No. nil

REV. SEC.
12 NOV 1917

States that the Registrar is in full agreement with the views mentioned in the note on office libraries and submits estimate of the expenditure and annual charges required for equipping the library of this department

D. 262 / 30-11-17 82

Ry. 3] 28 NOV 1917

No. R8 1543
R. No. G. 58.

GEN. & REV. SECRETARIAT VIII E. AUDIT. 29 NOV 1917

WD A0271—GPB—3,000—27-9-17

MYSORE STATE RAILWAYS,

CENTRAL OFFICE,

Bangalore, 27th November 1917.

From

THE SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS,

BANGALORE.

To

The Chief Secretary to the Government of Mysore,

Bangalore.

SUBJECT:- Improving Office Libraries.

Sir,

With reference to your No.553-565 E.A.G.84 dated 5th October 1917, I have the honour to reply as follows:-

I agree with the proposals to form special Libraries in some Technical Departments, containing up-to-date books on several subjects. Such Libraries should be opened for the use of all officers when necessary

A Central Library seems to be unnecessary and such of the books required for reference by several Departments, may be kept in the Library of the Special Department, which has most to do with those books.

Copies of the same book should not be purchased by the Special Libraries, in one place, and lists of new books intended to be purchased should be circulated, to avoid their purchases in two Libraries, unnecessarily.

In the case of the Special Library for the Railway Department, it should be generally self-contained, as the Railway offices will soon be transferred to Mysore where there are no Special Libraries contemplated

There seems to be no necessity to have an Advisory Committee as the requirements of Technical Departments should be decided only by them. In the Railway Department, such questions are generally discussed in the monthly meeting of Railway officers whose decision may be taken

as final in such matters.

I am now collecting the names of new books for the first equipment of our new Library. As the year is closing, a sum of Rs.500/- may be allotted for the purchase of books during the year. The total capital expenditure and further yearly requirements will be communicated after discussing the subject in our Officers' Meeting.

I have the honour to be,
Sir,
Your most obedient servant,

28/11

Ag. Secretary for Railways,
Government of Mysore.

ALM.

27/11/17

WD 2037—GPB—2,000—7-8-17.

84

F. 13]

BANGALORE, 17-12-1917.

No. 1398

GEN. & REV. SECRETARIAT VIII
E. AUDIT.
18 DEC 1917

D. 367
18.12.17
8C 27

FROM

B. JAYARAM, Esq., F.G.S.,

Offg. *Director (~~in charge~~), Department of ~~Mines and~~ Geology,*
Mysore State.

To

C. S. Balasundaram Iyer, Esquire, B.A.,

Chief Secretary to the Government of His Highness
the Maharaja of Mysore.

SIR,

With reference to your letter No.553-565/E.A.G.84, dated 5th October 1917, regarding the improvement of Office Libraries, I have the honour to state that the measures proposed by the Committee constituted under the Organization and Development Scheme for the systematic equipment and co-ordinated working of the libraries and detailed in the note which accompanied your letter, are, in my opinion, very sound and valuable and that they may with advantage be adopted.

2. This Department already possesses a fairly good library of books of general reference bearing on the work of this Department which have been purchased from time to time since its organization and also receives numerous valuable publications of Geological Survey and other scientific departments in other countries in exchange for its own publications. No capital expenditure is therefore necessary for the library of this Department. All that is required is a sufficient provision of money for maintaining and keeping it up-to-date. A sum of Rs.1400/- is already included in the Budget of this Department for expenditure under 'Library and Laboratory'. As there

As there is at present no separate Laboratory for this Department and the expenses for Laboratory purposes are therefore small, the present provision of Rs.1400/- appears to be enough for our library requirements. When a separate laboratory is provided for this Department, a separate grant for laboratory purposes will be necessary and the matter will then be separately submitted for the orders of Government.

I have the honour to be,

Sir,

Your most obedient servant,

B. Jayaram.

Offg. Director,

Department of Geology.

C.N.

D. 383 / 15-1-18 86

GEN. & REV. SECRETARIAT VIII
E. AUDIT.
15 JAN 1918

No. 425

MYSORE P. W. DEPARTMENT,
CENTRAL OFFICE,
BANGALORE, 4 January 1918.

From

THE CHIEF ENGINEER OF MYSORE,
BANGALORE.

3439

To

C.S.Balasundaram Iyer, Esq., B.A.,
Chief Secretary to Government,
Bangalore.

SIR,

With reference to your letter No.553-565/E & A 84 dated the 5th October 1917, forwarding, for an expression of my opinion, a note on improving Office Libraries, I have the honour to inform you that, as a special or Departmental Library is now attached to the Mysore Engineers' Association at Bangalore and as the formation of a Central Library is beyond the province of a Technical Department like the P.W.Department, my remarks will be confined to the "Systematic Equipment" of what is called "ordinary office Libraries".

2. No special arrangement is considered necessary for equipping Office Libraries, which consist generally of Codes, regulations and books of ordinary reference.

A list of books required for frequent reference in the Drawing, Estimating and Correspondence Branches of Executive Engineers' offices has been drawn up and circulated to the Divisional officers, in order to find out whether each Division office Library is supplied with those books. A list of such of the books as may be reported to be wanting in the various offices will be prepared; and the amount required for supplying the same will be estimated for and duly furnished. This is the only capital expenditure likely to be incurred on this head, so far as this

MYSORE P. W. DEPARTMENT.

No.

From

THE CHIEF ENGINEER OF MYSORE,

Bangalore.

To

Dated Bangalore,

Despatched

Enclosure No.

SUBJECT.

Department is concerned.

3. The annual expenditure on Office Libraries is not likely to be much in as much as the cost of one or two new and useful publications, which may be recommended to be purchased, can be easily met from the office contingencies of the Division offices.

I have the honour to be,

Sir,

Your most obedient servant,

Chief Engineer of Mysore.

Dno 586
21.3.1918

89
829

Please address all future communications to the Comptroller to the Govt. of H.H. the Maharaja of Mysore.
In reply to this Comn. please refer to
No. R. 989 9/2

VIII
MAR 1918

11605

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Dated, Bangalore, the 18 ~~19~~ . March 1918.

FROM

M. N. KRISHNA RAO, ESQ., B.A.,

Comptroller to the Government of His Highness the Maharaja of Mysore.

To

C. S. Balasundaram Iyer, ESQ., B.A.,
Chief *Secretary to the Government of Mysore,*
Bangalore ~~*Department*~~

SIR,

As desired in your letter No.553-565 dated 5th October 1917, I have the honor to forward herewith a note containing my views in regard to the several points in the note for improving office --- libraries sent therewith. I also append a separate estimate of the Capital expenditure and the annual charges required for adequately equipping and maintaining this Office Library.

I have the honor to be,
Sir,
Your most obedient servant,

M. N. Krishna Rao
Comptroller.

CV/18-3

18.3.18

90

WD A 0610—GPB—5,000—10-8-17

C. O. 42-Rec.—17]

.....Department

191 .

FROM

M. N. KRISHNA RAO, ESQ., B.A.,
Comptroller to the Govt. of
H. H. the Maharaja of Mysore.

To

.....ESQ.,

Secretary to the Govt. of Mysore,

Dept.

Dated

Despatched

Received

No.....

Subject matter.

Note.

The reference is to the paras of the Secretariat Note.

Para 5. To the subjects included in the Comptroller's Office Library, Insurance and Statistics relating to trade, production and other cognate matters, may be -- added.

" 7. The departmental Codes belonging to Class I are not kept up to date in most offices. There should be a satisfactory arrangement in each office to ensure the posting of all corrections to the Codes etc., so that books of reference may always be kept up-to-date.

" 8. I think the arrangements proposed in para 7 for Departmental Libraries are sufficient. An Advisory -- Committee in addition appears to me to be unnecessary.

The Comptroller's Office Library requires a separate staff to look after it. At present, one of the clerks of this office is kept in charge and this arrangement is not satisfactory. I would therefore suggest that the -- following establishment may be sanctioned:-

1. A Librarian	on	Rs.50/-
2. Attender	..	15/-
3. Attender	..	10/-
		Rs.75/-

In Government Order No.Fi.2809-58/G.F.126-16-2 dated the 8th December 1916, powers have been given to offices equipped with libraries to purchase books within the allotment sanctioned in the Budget of each year --- without observing the usual formalities, I would suggest similar delegation of powers in regard to articles of furniture &c required for the proper equipment of such libraries.

M. Venkata Rao

Comptroller.

CV/18-3

18.3.58

Estimate of Capital Expenditure and annual recurring -- charges for adequately equipping and maintaining the Comptroller's Office Library.

****

I Non-recurring.

	Rs.
Glass Almirahs ...	1,000
Chairs with cushions, revolving ...	300
Revolving Book-shelf for books of constant reference ...	100
Installation of Library Room with electric lights & fans. ...	Estimate by the Electric Department.

II Recurring

Establishment as detailed in my note ...	900
Departmental & reference books to be renewed year after year ...	400
Journals & Papers ...	600
Purchase of new books replacing old editions	2000
	5,300

Comptroller.

CV/18-3

18.2.18

Extracts from letter No.23193-807, dated the 26th March 1918 from the Offg. Inspector-General of Education in Mysore, Bangalore.

With reference to your letter No.553-565/E.A.G. 84 dated the 9th October 1917 and letter No.966-974/E.A.G. 84, dated 4th January 1918 requesting me to give my opinion on the Note for improving office libraries forwarded with the first of the above letters, and to furnish an estimate of the capital expenditure and the annual charges required for adequately equipping and maintaining the Departmental library, I have the honor to inform you that I am in entire agreement with the principles associated in the Note under reference. In regard to the cost of equipment and maintaining the Departmental library, I beg to state as follows:-

At present there is an annual provision of Rs.1,000 for the purchase of books, etc., for the Educational Library. Out of this a sum of nearly Rs.250 is being spent on the purchase of Educational journals and a few newspapers. The balance is utilised in purchasing books and furniture for the Library. As it is intended to issue circulars of information from time to time so as to keep educational officers in touch with the latest information on subjects of educational interest and as it is also intended to introduce the card-index system into the Library, an additional grant of Rs.500 is required for the purchase of necessary materials for the typewriter and cyclostyle and for the purchase and preparation of cards. I request that the annual grant may accordingly be increased to Rs.1500.

A lumpsum grant of Rs.2,000 is also necessary for the purchas of a good typewriter, cyclostyle, cards, card-trays for the existing books and for printing the catalogues of books in the Library. The present catalogue of the Educational Library was printed as long ago as 1901 and a fresh edition thereof is urgently required.

R.O.C. No. 275/1917-18.

VIII
5 - APR 1918

13351

Chief Court of Mysore,
Bangalore,
Dated 1st April 1918.

From

N. T. Gopaliengar Esq., B.A., LL.B.,
Registrar of the
Chief Court of Mysore.

To

C. S. Balasundaram Iyer Esq., B.A.,
Chief Secretary to the Government of Mysore,
B a n g a l o r e.

S i r,

In reply to your letter No. 553—565/E.A.G. 84 dated the 5th October 1917, re libraries, I am to state that the matter has been considered in consultation with the District Judges in connection with a somewhat different scheme for enlarged central law libraries at Division head quarters but the Law Associations are not prepared to fall in with those suggestions and the Judges think that the proposals contained in your note with some modification will be suitable for the improvement of the libraries of the Judicial Department.

There would under these proposals be one 'Special Library' for the department and that would be the Chief Court Library at Bangalore enlarged so as to serve the purpose of a lending library as suggested in paragraph 9 of your note. As it will also have to serve the purpose of the 'office library' of the Chief Court, it will necessarily have to be enlarged by the duplication of the more generally used text books and commentaries so that when one copy is out the Court may not be left without books. It will not be necessary now to obtain a second copy of all the works of which duplicates are likely to be required: some

may

may be secured now and of others two copies or more can be obtained, as fresh editions are published, of those which experience shews are most in request.

The 'Office library' of a Civil Court cannot be confined to Codes, Regulations and Manuals; it must contain also some commentaries and text books in constant use, as well as a set of the Indian Law reports with digests etc, and at least one of the various Indian law periodicals. It will probably be possible to standardise these libraries, and it may not be necessary to provide them with quite so large a variety of text books as was suggested in my letter C. No. 277 of 1917-18 dated 27/28th August 1917 if the special library is equipped as a lending library.

The libraries at the Head Quarter stations of Sessions Divisions require special consideration: at those stations there are the Courts of the District Judge, a Subordinate Judge and at least one Munsiff, a District Magistrate and one or two other Magistrates. The 'office libraries' in these stations may be reduced to a minimum, the library of the District Court being a modified 'special' library, on which the head quarter Courts and offices can draw for the less frequently used books they may require, but not being equipped as a lending library for the Courts and offices away from head quarters.

The special library at Bangalore may preferably be managed as the Chief Court Library now is by the Judges of the Chief Court, with the Registrar xx in direct charge: it will probably not be necessary to have a committee of other officers in addition to these, but if it is found desirable a committee may be formed of some of the judicial officers at headquarters, including the District Magistrate.

The

a.r.

The proposed Advisory Committee is perhaps likely to give rise to difficulties, unless it is made quite clear that it has no powers of control over the Head of the Department. If this is clear a committee of the kind is likely to be very useful; it is not clear why the Financial Secretary is to be the Chairman of the committee, but there is no objection to that, provided that he has not in that capacity any control over the expenditure of the special library committees or heads.

The proposal to furnish lists of books purchased from time to time to the Central Library seems to be superfluous if the Advisory Committee is to extend its operations also to the Central Library, which seems desirable; if lists are to be sent they may be used to prevent duplicate purchases, but the heads of the departments, with their special library Committees, should be the sole judges of what is necessary and suitable for their departmental libraries; the opinion of the head of the Central Library cannot be as valuable as theirs on those questions: if for example the head of the Central Library finds that a special Library committee is going to purchase a book which is on the shelve of the central library or of another special library, he should not have the power to veto its purchase, but only to point out the fact to the special library concerned. This kind of control would probably be better done if placed in the hands of the Advisory Committee than of the Central Library.

As regards the proposal to open the libraries to some extent to members of the public I am to state that if carried out it may give rise to some difficulties in discriminating

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26-4-18.

E. A. 9. 84
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No. 7229/512.

OFFICE OF THE
INSPECTOR-GENERAL OF POLICE IN MYSORE.

Dated Bangalore, 18th April 1918.
22

Encls.

From

K. R. SRINIVASA IYENGAR, Esq., M.A.,
Offg. Inspector-General of Police in Mysore.

To

C. S. Balasundaram Iyer Esquire, B.A.,
Chief Secretary to the Government of His Highness
the Maharaja of Mysore, General Department.

Sir,

With reference to your letter No.553-565/E.A.G.84 dated the 5th October 1917, forwarding for my opinion a copy of a Note for improving Office libraries &c, I have the honor to state that the suggestions contained in the Note are well considered and may be adopted.

2. Ordinary Office libraries may be maintained in the following offices of this Department.

1. Office of the Inspector General of Police.
2. The offices of the Superintendents of Police, as also of the Assistant Superintendent of Police, Mysore City; and
3. The Police Training School.

	Initial charges	Annual maintenance charges.
For the 12 offices of the Superintendents and Assistant Superintendent.	@ Rs.100/- each Rs.1,200/-	@ Rs.50/- each Rs.600/-
For the Police Training School.	250	50
For the Office of the Inspector General of Police.	250	100
	1,700/-	750/-

The initial cost for organizing these libraries may amount to about Rs.1,700/- and the annual maintenance charge to about Rs.750/-, as detailed in the margin. A list of books required for each of these offices will be prepared and submitted.

3. The special Departmental Library relating to the Police Department may be located in the Office of the Inspector General of Police under the control of the Inspector General, with the

discriminating between those who ought to be admitted and those who ought not: if an applicant for the loan of a book is to obtain the approval of the Head of the library in each case, that may give rise to irritating delays and disappointments: on the other hand if applicants are to be admitted once for all, with the right for all time after admission to take books from the library the list will have to be made out with great tact and discrimination, or the libraries may in some cases have to be enlarged. That however is a matter which will be made clearer by experience and it may be left to the future to decide the exact way in which the proposed concession may best be arranged.

With regard to your request for an estimate of capital and recurring expenditure I am to say that as no new library will have to be created in the Judicial Department, the necessary additional equipment of those already in existence can be provided from time to time out of annual grants, and if grants to the total amount suggested in my letter C. No.277 of 1917-18 dated the 27/28th August 1917 be made for the next five years, the distribution being left to the Chief Court, it will be possible to provide a suitable special library and properly equipped head quarter and office libraries throughout the State.

I am to express the regret of the Judges that a reply to your letter should have been so long delayed. The delay was due to the fact that when your reference was received the scheme referred to at the commencement of this letter had been sent for opinion to District Judges and their replies were awaited.

I have the honor to be,
S i r,
Your most obedient servant,

U. Gopalaswami

TSK

R E G I S T R A R.

help of a Committee consisting of the Assistant to the Inspector General, the Superintendent of Police for Railways and C. I. D. and the officer in charge of the Police Training School. The collection of books now available in the office of the Inspector General of Police being very poor, an initial sum of about Rs.1,000/- may be required for the formation of a good library and a recurring charge of about Rs.250/- per annum for maintaining it up to date.

I have the honor to be,

Sir,

Your most obedient servant,

Inspector General of Police.

Statement of cost of the several office libraries as proposed to be improved.

Office or Department.	Capital	Recurring	Existing Budget grant.	Remarks
General Revenue Sectt	20,000.	1,800.*	2000.	* An Esa consisting of 2 clerks + 3 menials is also stated to be required.
Police Department	2,700.	1000.		Details not given in Budget. Included in Rs 4000 provided for contingencies
Comptroller's Office	1,400 ⊛	3,900.	2,500.	⊛ Besides the cost of fitting up electric lights &c. for the library room.
Geological Dept	--	1,400.	1,400.	
Education "	2,000.	1,500	1,000	
Archaeological	1,000	950.	250.	
Co-operative	1,500	400		Details not given. Included in Rs 2150 provided under 'Contingencies'
Judicial	-	4,150 ⊛	2,800.	⊛. This is the amount sanctioned by Govt for inclusion in the budget for five years.
	28,600	15,100	9,950	

N.B. 1. The other Heads of Depts have not furnished information. Nor is the existing budget grant given in the Budget Estimate, as the same is included in 'Contingencies'.

2. The Chief Engineer does not want any addition to the budget grant.

GEN. S... E. AUDIT. 24 APR 1918

WD 2328—GPB—400—2-4-17

From

The Inspector-General of Police
in Mysore, Bangalore.

To

Chief
The Secretary to the Government
of H. H. the Maharaja of
Mysore, ~~General Dept.~~

Dated 18th April 1918

Despatched 19

No. 7229/S/2 00413

Enclosure

Subject.

Furnishing opinion in the matter of improving office libraries.

8C 33 101

Proceedings of the Government of His Highness the Maharaja of Mysore.

Order No. 1545-1594 / E.A. 4 84 - 33 dated 25-11- 1918

Date of issue - 6-12-18
Signed by Mr. N. Madhava Rao

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3. The attention of Government was called to the necessity of effecting an improvement in these and other respects and the question was referred to a Committee constituted under the Organization and Development scheme. The recommendations of the committee have been circulated to Heads of Departments for opinion and the question has now come up for the orders of Government. After considering all the views on record, Government ~~are of opinion~~ direct that the arrangements detailed below should be followed in regard to the management of libraries in Government offices.

3.

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(1) Ordinary Office Libraries,

(2) Special Departmental Libraries, and

(3) A Central Library.

4. The ordinary office libraries will contain codes, regulations, manuals and other books required for constant reference in an office. The management of these libraries will rest, as heretofore, with the heads of the offices concerned. A standard list of books required for different classes of offices should be drawn up and maintained by the Heads of Departments concerned, for reference and guidance.

5. The second class of libraries contemplated in these arrangements are termed Special Departmental Libraries. These will contain reference books and general treatises, reports and periodical publications bearing on the technique and administration of the respective departments and in particular, publications relating to similar departments in other parts of India and in other countries of the world. Such libraries should be opened in the offices of all the Heads of Departments. The Medical Department library, however, will be located in the Victorial Hospital, Bangalore. They will be under the control of the Head of Department concerned, with a subordinate officer or committee of such officers in direct charge. It will be the duty of this officer or committee to get up-to-date catalogues and bibliographies and recommend a judicious selection of books to be purchased. The officer in charge should also see that requisitions for the loan of books are promptly complied with, ~~that books are promptly complied with~~, that books lent out are quickly returned, that useless and obsolete books are periodically eliminated and generally that the library arrangements are efficient.

6. Some of the Heads of Departments have not furnished definite proposals as to the initial and recurring allotment of funds required to equip and maintain the libraries in the manner proposed. The existing allotments, with the additional funds recently sanctioned in some cases, if judiciously applied, should go a long way in improving the libraries. If any additional allotments are required, separate proposals may be submitted for the same, with a statement of requirements and suggestions regarding the source from which the additional expenditure may be met.

7. The General Library of the Secretariat will be amalgamated with the Legislative Library and constituted into a Central Library and an attempt will be made to obtain for the library as complete a collection as possible of blue books, reports and general treatises dealing with the different branches of the public administration. The Library will be under the control of the Chief Secretary who will be assisted in its management by a Committee of Secretariat Officers.

8. A Library Committee composed of the officers noted in the margin will be appointed to advise the officers of the several departments on questions of efficient organization and administration of libraries. The Committee will see that the special librarie are properly organised and worked in co-ordination and in order to enable it to do this, a list of the books purchased for the several departmental libraries and important changes made in library

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The library catalogue should be maintained up to date and a list of new acquisitions to these libraries should be sent every quarter to all officers of the Department and also to other officers and non-official gentlemen who may register their names for the purpose. Duplicate Copies of important books of frequent reference should be purchased and all facilities should, as far as possible, be provided to encourage the use of the libraries.

10. A paragraph should be added in the annual administration reports of the several departments regarding the condition and working of the office libraries under their control.

C8X
17/9/02

Chief Secretary to Govt.

To

The Secretaries to Government.

The Heads of Departments.

Press Table.

S.6.
105

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

2691
12-11-18

GEN. & REV. SECRETARIAT VIII
E. AUDIT
22 NOV

G.O.No. dated ~~14th~~ November 1918.

P-106 of 11-11-18

To the Press.

Please set this in type and send two clean proofs early.

By order
G. Kumbhachar
Spl. Asst.
for Chief Secy.
11/11/18

Prop
WD 81 12/11

Office Libraries.

Lays down certain rules re the equipment and management of .....

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10. A paragraph should be added in the annual administration reports of the several departments regarding the condition and working of the office libraries under their control.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To

The Secretaries to Government.
The Heads of Departments.
Press Table.

No. 529

PROOF FOR APPROVAL

110

22-11-18

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

GEN. & REV. SECRET. VIII. E. AUDIT. 22 NOV. 1918

G. O. No. dated November 1918.

Office Libraries.

Lays down certain rules *re* the equipment and management of——.

W D 817—GPB—20-11-18—600

No. DATED NOVEMBER 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. dated November 1918.

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No. DATED NOVEMBER 1918.

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C. S. BALASUNDARAM IYER,
Chief Seretary to Government.

To—The Secretaries to Government.
The Heads of Departments.
PRESS TABLE.

Ex.—C.R.

113

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 1545-1594—E. A. G. 84, dated 25th Nov. 1918.

Office Libraries.

Lays down certain rules *re* the equipment and management of——

W D 817—GPB—2-12-18—800

No. 1545-1594—E. A. G. 84, DATED 25TH NOVEMBER 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. 1545-1594—E. A. G. 84, dated 25th November 1918.

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C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Secretaries to Government.
The Heads of Departments.
PRESS TABLE.

Ex.—G. W. B.

G.R.S.No.VI.--G/30

116

DRAFT.

SUBJECT .....

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SECTION.
FILE NO.
SERIAL NO.

No. 1685
S.A.8.

Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT.

( )

, the.....191 .

Date of issue 6-12-18

Signed by..H.V. Venkatara Rao

To

The Registrar,

Chief Court of Mysore,

Bangalore.

Sir,

I am directed to forward herewith for the information of the Judges of the Chief Court 5 copies of each of the following orders of Government ~~Proceedings No.~~ -

(1) No 1414-1463/S.A.8 dt 263 dt 18-11-18.
(2) No 1545-1594/S.A.8 dt 84 dt 25-11-18.
(3) No 1603-1652/S.A.8 dt 243 dt 29-11-18.

I have the honour to be

Sir,

Your most obedient servant,

for Secretary to Government

~~Department~~